

**PHILIP MORRIS INTERNATIONAL INC.**

**INTER-OFFICE CORRESPONDENCE**

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Distribution

FROM: Bradley B. Brooks

SUBJECT: Records Management

DATE: October 3, 1990

As you will recall, I mentioned at the Records Management presentation held on Wednesday, September 19, 1990 in the Management Presentation Room, that you could request copies of the video that was being prepared covering the presentation and the question and answer period.

*10/4/90  
Requested  
by NTSC VHS  
a. 25 inch NTSC*

The video is now ready and I would appreciate your indicating the number of copies of the video which you wish to receive by telephoning my secretary, Maryann De Gallon, at ext. 2094, by this Friday, October 5th, please. I will need to know the final total number of copies by 4:00 p.m. this Friday so that our order can be placed for reproducing the video.

Copies of the video should be ready for distribution to you next week and they are yours to keep.

I have already given to you a copy of the written script of our presentation. The video covers the entire presentation as well as almost the full question and answer period.

You may find it useful to show the video to members of your department as a means to emphasize the importance of proper records management procedures and as a tool to explain the mechanics of this process. My recommendation is that you show the video at a minimum to all members of your department who are directly involved in assisting you in your efforts as Records Coordinator. I would be happy if the video were viewed by as many other people as possible in your department, but I leave that decision to you and your department head.

One purpose of recording the presentation and making the video available to you is so that in the future when there is a change of Record Coordinator in your department or area, or whenever you desire to refresh your understanding of the presentation or instruct new or additional employees on this subject, the video can be referred to as a ready teaching guide.

Please feel free to order as many copies as you wish of the video. I prefer this to future requests for additional copies of the video which would necessitate further effort and cost.

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Memorandum to Distribution  
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Janet Magee, of the ICS Department (ext. 2571), has indicated that she would be pleased to speak with any of you regarding her suggestions for automating the production of individual file labels. I suggest you get directly in touch with Janet in this regard and I appreciate her offer of this assistance.

*Geas Brooker*

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BBB:md

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